



ECE Faculty, researchers, and students:

We are sending this to you as an update on how reimbursements will be processed temporarily. Please keep all original receipts and documents as they will need to be turned in when we return to campus. We have compiled many helpful resources within this email that will help guide you in how to prepare documents for processing your reimbursements. All worksheets required are attached or available on our [ECE website](#).

Policy has not changed as far as what is reimbursable and what documentation is required. All worksheets will be used as normal with signatures. The biggest change that is temporary, will be emailing us your prepared packets and the use of DocuSign in order to obtain official signatures on the vouchers.

Step 1: Prepare Documents

Travel Reimbursements:

- Fill out a worksheet ([Domestic/Foreign](#)), include all receipts and documents that are usually required. If you are using PI funds, you will still need a [Travel Approval](#) form filled out and signed by your PI.
 - Students: PI approval may be obtained via email. Please fill out the following statement with details from your travel and email to your PI. Once they respond with approval and funding information, please save the email as a PDF and include it in your packet.
 - “I approve the use of these funds for payment of the following expenses for [Traveler’s Name] incurred for their travel to [Destination] during [Dates] as listed: Airfare - \$XXX.XX, Other transportation - \$XXX.XX, Per Diem - \$XXX.XX, Other - \$XXX.XX (specify in parentheses), Totaling - \$XXXX.XX
 - Note: Please be sure funding information is included in the email.
 - Faculty: Travel on 19900 funds still requires the chair’s signature prior to travel. Please use the statement listed above filled out with travel details and email it to your corresponding travel preparer.
- If your trip was canceled, please try to get as much money back as possible, provide as much documentation and explanation of the cancellation, what you were able to receive back, and any cancellation fees that may have incurred.

Supplies Reimbursement:

- Fill out a [supplies worksheet](#), receipts, and a packing slip, shipping confirmation or redacted credit card statement showing the last 4 of your account/card, your name, and the transaction details.

Entertainment Reimbursement:

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- Fill out an [entertainment worksheet](#) and include an image of the itemized receipt.
- If you don't have itemized receipt fill out the following forms and include them with receipt documentation you may have received.
 - [Declaration of Missing Evidence Form](#)

Step 2: Send Documents

After you have prepared all your documents and compiled them into one PDF, please email it to: cao-reimbursements@ece.ucsb.edu. If you normally work with a faculty admin assistant for your reimbursements, please email them your documents.

In the subject line of your email please format it as follows:

Reimbursement type, Last name, First name, Date of Expenses
ex. Entertainment, Smith, Tori, 03/10

For travel please include the location you traveled to as well.

ex. Travel, Smith, Tori, 03/10-03/12, San Diego, CA

For travel advances please put "Advance" in place of travel and include your expected travel dates.

ex. Advance, Smith, Tori, 05/02-05,09, Phoenix, AZ

Step 3: Sign Documents

DocuSign:

After you email your documents, please keep an eye on your email. We will prepare the documents and then send you a DocuSign request.

Again, this is all **temporary** and policy expectations have remained the same other than the delivery of documents and signatures. Please be patient with us as we adjust to this new system. As a reminder, please hang on to original documents as they will need to be physically turned in to your normal preparer with wet signatures when we all return to campus. Do not hesitate to talk to a department travel voucher preparer (CAO or faculty admin assistant) for any questions you may have.

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